

DEPARTMENT OF THE ARMY
Dental Detachment, U.S. Army Dental Activity
Fort Huachuca, Arizona 85613-7040

DSBJ-CO

1 October 1998

MEMORANDUM FOR All U.S. Army Dental Activity Military Personnel

SUBJECT: Policy Letter 99-14, Request for Administrative Action

1. REFERENCE: AR 600-20, Army Command Policy.

2. SCOPE: This policy applies to all military personnel assigned or attached to the Fort Huachuca Dental Activity.

3. POLICY:

a. As Detachment Commander, I firmly believe in and support both the chain of command and the NCO support channel. Therefore, I am prepared to support your recommendations as OIC's, NCOIC's, and supervisors in handling any situations, which may arise that, require a command action or initiative.

b. To help expedite this process, please follow these guidelines in forwarding any requests for action:

(1) Provide a cover letter explaining the recommended action and make an appointment with me to discuss the recommendation.

(2) Attach all appropriate documentation such as counseling statements. Please ensure that all documentation is legible.

c. A key factor in my decision for action will be adherence to these guidelines and a demonstrated effort by your section both to counsel and to rehabilitate the soldier. Thank you for your assistance in this matter.

4. Point of contact for this matter is the undersigned at 533-3146 / 3144.

//Original Signed By//

WILLIAM F. BOHL
1LT, MS
Commanding